



**GENERAL SERVICES ADMINISTRATION
Federal Acquisition Service
Authorized Federal Supply Schedule Price List**

Authorized Federal Supply Schedule Price List On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu-driven database system. The INTERNET address GSA Advantage!® is: www.GSAAdvantage.gov

Schedule Title **Office, Imaging and Document Solutions**
FSC Group 36

Contract Number GS-03F-054GA

For more information on ordering from Federal Supply Schedules look under GSA Schedules at the following address: <https://www.gsa.gov>

Contract Period. April 10, 2017 – April 9, 2022

Oxford Government Consulting, LLC

616 Walnut Ave
North Beach, MD 20714

Gregg G. Kelly

www.oxfordgc.com

gkelly@oxfordgc.com

Business Size:

Small Business, Service-Disabled Veteran-Owned Small Business (SDVOSB)



Customer Information

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

51 504 – Records Management Services**51 506 - Document Conversion Services**

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. **Not Applicable**

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item. **See List on Page 7**

2. Maximum order. **\$1,000,000**

3. Minimum order. **\$100**

4. Geographic coverage (delivery area). **CONUS**

5. Point(s) of production (city, county, and State or foreign country). **Not Applicable**

6. Discount from list prices or statement of net price. **Price List on Page 5 are Net Prices**

7. Quantity discounts. **None**

8. Prompt payment terms. **Net 30 Days**

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold. **Yes**

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. **Yes**

10. Foreign items (list items by country of origin). **Not Applicable**

11a. Time of delivery. (Contractor insert number of days.) **Task Order Level**

11b. Expedited Delivery. **Not Applicable.**

11c. Overnight and 2-day delivery. **Not Applicable.**

11d. Urgent Requirements. **Not Applicable.**

12. F.O.B. point(s). **Destination**

13a. Ordering address (es). **616 Walnut Ave
North Beach, MD 20714**

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address(es). **616 Walnut Ave
North Beach, MD 20714**

15. Warranty provision. **Not Applicable**

16. Export packing charges, if applicable. **Not Applicable**

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). **None**

18. Terms and conditions of rental, maintenance, and repair (if applicable). **Not Applicable**

19. Terms and conditions of installation (if applicable). **Not Applicable**

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). **Not Applicable**

20a. Terms and conditions for any other services (if applicable). **None**

21. List of service and distribution points (if applicable). **Not Applicable**

22. List of participating dealers (if applicable). **Not Applicable**

23. Preventive maintenance (if applicable). **Not Applicable**

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.

25. Data Universal Number System (DUNS) number. **830833641**

26. Notification regarding registration in SAM database. **Oxford Government Consulting, LLC is registered within SAM.**

Oxford Overview

Oxford Government Consulting, LLC, a VA certified service-disabled veteran-owned small business (SDVOSB), has established itself as an exceptional provider of the full range of chief information officer (CIO) and program management office (PMO) support services, with staff possessing world-class experience in the management consulting, document management, and claims management disciplines required within both Federal and Commercial organizations. Oxford's management team and staff have successfully implemented and delivered complex technical and management consulting services at numerous Federal Government agencies and Commercial higher-education authorities. Additionally, Oxford is adept in meeting all Federal IT security requirements. Oxford was recently recognized as a "Top 20 IT Government Solutions Consulting Provider" by CIO Review Magazine, and received an "Inc. 500" award in 2015 (#221) as one of the fastest growing companies in America.

Oxford's understanding and depth of support of document, claims, and records management mission activities can be demonstrated by our successes in claims intake, conversion, and mail handling services for our Federal Government customers. We have assisted our clients in transforming their mailroom operations, document conversion, and record management services program operations to more efficient, centrally-located, highly efficient processes. Oxford has provided claims management, quality management, and shipping services support and expertise that has been critical to the success of our portfolio of Federal Government clients. Oxford has been and continues to be a primary execution conduit regarding mail-room preparation, indexing, scanning, and the quality assurance of disability claims as part of the paper to electronic conversion process. Key accomplishments have included the execution of necessary process improvements to increase efficiency and reduce claim file digitization turn-around time for our clients (from 13 to 5 days), while increasing our clients' overall capacity of scanning operations from 2 million images per month to more than 30 million images per month, all while executing complex quality improvements to achieve service level objectives for both digital image and index accuracy. The company embodies the positive aspects of small business, and is focused on providing career opportunities for veterans of our armed forces. We provide services nationally, Oxford is headquartered in North Beach, Maryland.

Oxford Pricelist

All labor category unit pricing is per hour:

SIN	SERVICE PROPOSED	GSA Price April 10, 2017 – April 9, 2018	GSA Price April 10, 2018 – April 9, 2019	GSA Price April 10, 2019 – April 9, 2020	GSA Price April 10, 2020- April 9, 2021	GSA Price April 10, 2021- April 9, 2022
51 504	Business Analyst (Jr.)	\$88.72	\$90.49	\$92.30	\$94.15	\$96.03
51 504	Business Analyst II (Int.)	\$103.83	\$105.90	\$108.02	\$110.18	\$112.38
51 504	Business Analyst III (Sr.)	\$112.87	\$115.12	\$117.43	\$119.78	\$122.17
51 504	Documentation Specialist	\$88.40	\$90.17	\$91.97	\$93.81	\$95.69
51 504/ 51 506	General Clerk I	\$39.31	\$40.10	\$40.90	\$41.72	\$42.56
51 504/ 51 506	General Clerk II	\$41.40	\$42.22	\$43.07	\$43.93	\$44.81
51 504/ 51 506	General Clerk III	\$43.38	\$44.25	\$45.13	\$46.04	\$46.96
51 504	Functional Area Expert	\$188.62	\$192.39	\$196.24	\$200.17	\$204.17
51 504/ 51 506	Project Manager	\$120.30	\$122.70	\$125.16	\$127.66	\$130.21
51 504	Technical Program Manager	\$148.51	\$151.48	\$154.51	\$157.60	\$160.75
51 506	Shipping and Receiving Clerk	\$28.43	\$29.00	\$29.58	\$30.17	\$30.77
51 504	Technical Writer	\$63.59	\$64.86	\$66.16	\$67.49	\$68.83
51 506	Imaging Clerk	\$48.31	\$49.28	\$50.26	\$51.27	\$52.30

Document conversion Digital Image pricing is per page (front and back equals 2 pages), and Image Transmission pricing is per batch:

51 506	Digital Image	\$0.27
51-506	Image Transmission	\$71.51

Image Transmission service includes the electronically delivery of client files via secure transfer or upload. Staff deliver images, indices, files, and/or extracted metadata to the client. Delivery methods are defined by the client for compliance to include confirmation from the required service that the transaction was successful. Image transmission includes, but is not limited to: DVD, USB or System/Hard Drive upload according to the customer's file naming, directory structure, metadata, and security requirements.

Oxford Image Pricing Discount Information

Oxford Government Consulting offers customers full services for all facets of document conversion services, including: document preparation, scanning, quality assurance, indexing, document reassembly, and image release/transmission of electronic digital media.

Oxford's document conversion services encompass a wide range of options. Final per page pricing is determined by the scanning type, the paper volume (boxes), and the associated complexity of form types involved in the scanning project.

A project refers to a distinct, time-bound period of conversion services that utilizes the same scanning requirements and configurations, and in which all documents to be scanned are made available to Oxford in either: (1) a single batch prior to the start of the project, or (2) in multiple batches received on an agreed upon recurring schedule (i.e., weekly, bi-weekly, monthly) until all documents are received.

A *batch* is defined as a number of files or boxes.

Inputs to Final Image Pricing

Document Classification: Document classification refers to the requirement for separation within files at the document level. Classification services include the ranges of different document types: None (Default), 2 to 5 Types, 6-10 Types, 11-25 Types, and greater than 26 Types.

Document Preparation: Document preparation includes the removal of all fasteners and bindings, flattening bent corners, photocopying, document orientation, making minor repairs, repositioning of smaller documents, inserting applicable separator sheets, and tearing tri-folds when necessary. Document preparation levels include: customer prepared (default), light, standard and heavy.

Scan Resolution: Documents will be default scanned at 200 DPI.

Document Reassembly: Document reassembly refers to the action(s) taken upon completion of the scan process in which deposits either are returned to the original folder without any applied bindings or require of restoration actions beyond simply placing them into the original file folders. Document reassembly levels include: none (default), simple, partial and full.

Indexing: Indexing creates necessary metadata fields to support standard search functionality to access the documents or data captured to facilitate a transaction or decision. The customer will provide examples of the documentation with index fields identified prior to implementation of project. Samples will be complete and representative. Any document type or variation not included in the project samples will be indexed at best effort, but not applicable to Oxford quality requirements. For manually indexed fields, Oxford will only capture data present on image. Blank or default values will be provided for missing or illegible data as defined by the customer.

Quality Assurance: By default, Oxford provides quality assurance by performing statistical quality control at acceptable customer levels to establish the sample size(s), acceptance, rejection and re-sampling parameters. Re-scanning parameters are determined and conducted as required. Customers may desire image clean-up services.

Image Output: Default image output will be a multi-page, image-only PDF or multi-page TIFF image file for each document. Scanning projects requiring a Searchable PDF output in which OCR conversion produces the recognized text equivalent of the image contents, allowing Adobe Acrobat search functionality within PDF files are priced accordingly.

Image Release, Transmission: By default, Oxford prepares images for release per the customer's choice of DVD, USB or Hard Drive according to the customer's file naming, directory structure and metadata requirements. Image transmission service includes the electronically delivery of client files via secure transfer or upload. Staffs deliver

images, indices, files, and/or extracted metadata to the client. Delivery methods are defined by the client for compliance to include confirmation from the required service that the transaction was successful. Image transmission includes, but is not limited to: DVD, USB or System/Hard Drive upload according to the customer's file naming, directory structure, metadata, and security requirements. Image transmission fee units are per DVD, USB, or Hard Drive.

Oxford Labor Category Descriptions**Position:** Business Analyst (Jr.)**Years' Experience:** 0-2 yrs.**Education:** BA/BS

Responsibilities: Business Analysts are typically tasked with supporting data gathering, analysis, business process modeling, project management office activities, and/or various tasks related to technology and document management functions. They are tasked with assisting in the performance or quality assurance of functional and technically oriented activities and performing segments of analysis.

Position: Business Analyst II (Int.)**Years' Experience:** 3 yrs.**Education:** BA/BS

Responsibilities: Supports data gathering, analysis, business process modeling, project management office services, and/or various tasks related to technology and document management functions. Tasked with supporting quality assurance of functional and technically oriented activities and performing segments of analysis. Supports management consulting activities alongside the project/program manager, technical staff, and clients in support of IT strategy, business analysis, and document management support services. Duties may include high-level analysis and support related to statutory requirements and compliance, agency mission support, strategic planning, business process reengineering, business architecture, business requirements, technical documentation, document conversion, implementation plans, operational analysis, and/or other procedures and disciplines.

Position: Business Analyst III (Sr.)**Years' Experience:** 5 yrs.**Education:** BA/BS

Responsibilities: Supports or leads data gathering, analysis, business process modeling, project management office services, and/or various tasks related to technology and document management functions. Tasked with supporting or leading in the performance or quality assurance of functional and technically oriented activities and performing segments of analysis. Guides management consulting activities alongside the project/program manager, technical staff, and clients in support of IT strategy, business analysis, and document management support services. Duties may include high-level analysis and support related to statutory requirements and compliance, agency mission support, strategic planning, business process reengineering, business architecture, business requirements, technical documentation, document conversion, implementation plans, operational analysis, and/or other procedures and disciplines.

Position: Documentation Specialist**Years' Experience:** 2 yrs.**Education:** BA/BS

Responsibilities: Prepares and/or maintains documentation and or deliverables pertaining to imaging operations, consulting, programming, systems operation, and/or user documentation. Translates business specifications into user documentation and/or deliverables. Plans, writes, and maintains documentation efforts. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-

established guidelines to perform the functions of the job. Works under immediate supervision. Reports to a supervisor or manager.

Position: General Clerk I

Years' Experience: 0-1 yr.

Education: HS

Responsibilities: This position follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, photocopier, scanning/imaging equipment, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. Little or no subject-matter knowledge is required, but the clerk uses his or her own judgment in choosing the proper procedure for each task.

Position: General Clerk II

Years' Experience: 1 yr.

Education: HS

Responsibilities: This position requires familiarity with the terminology of the office unit, including document conversion. The General Clerk II performs specialty activities to include shift supervision. General Clerk II can be considered a working supervisor with authority for document conversion and imaging shift management activities, schedules, imaging processes, and refers personnel actions to human resources. Selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The steps often vary in type or sequence, depending on the task. Recognized problems are referred to others or solved. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a General Clerk III, Supervisor, or Project Manager.

Position: General Clerk III (Imaging Supervisor)

Years' Experience: 1-2 yrs.

Education: HS

Responsibilities: This position uses subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. The General Clerk III selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; document conversion processes, document conversion management of personnel responsible for operating document imaging equipment for use in the creation of images or text, maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting issues/complaints. The General Clerk III performs specialty activities to include training, IV&V, and shift supervision. General Clerk III directs lower level clerks regarding document conversion and imaging shift management activities, schedules, imaging processes, and supports personnel actions with human resources. Recognized problems are solved. Proficient with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of supervision and expert tasks. Typically reports to Project Manager.

Position: Functional Area Expert

Years' Experience: 5 yrs.

Education: BA/BS

Responsibilities: Provides functional area expertise, consulting, and expert knowledge of management, business, functional, and technical areas/disciplines. Conducts research and provides consulting expertise within specialized area.

Position: Project Manager

Years' Experience: 5 yrs.

Education: BA/BS

Responsibilities: Provides project management leadership and services in support of mission services. Ensures the execution of day-to-day tasks directed at achieving the goals of the project. Usually acts as the direct liaison between the client and team members, and may work directly on the tasks and activities associated with the project. Typically expert in a specified area of technology or business and displays keen organizational and time management skills. Prepares PMBOK compliant Project Management Plan to include the technical approach, resources, and budget for presentation to the client. Provides project status reports as required by the contract/task.

Position: Technical Program Manager

Years' Experience: 7 yrs.

Education: BA/BS

Responsibilities: Provides program management leadership and services in support of mission services. Oversees and manages program/project management teams, daily operations, client/customer relationships, has ultimate responsibility for the quality of deliverables, and develops, monitors, and reports on program objectives, budget, and schedule status and performance. Responsible for the technical, contractual, administrative, and financial aspects of the programs. Responsible for identifying, proposing resolutions, and resolving program management issues in collaboration with applicable federal staff. Responsible for managing one or more programs and/or projects, and successfully implements program(s)/project(s) and associated services, in accordance with Agency requirements, federal laws, regulations and procedures.

Position: Technical Writer

Years' Experience: 2 yrs.

Education: Associates Degree

Responsibilities: Provides technical writing and editing services to include reviewing, editing, and writing deliverables to ensure they meet quality standards. Ensures the quality of the deliverables associated with project and ensures all required performance standards are met.

Position: Imaging Clerk

Years' Experience: 0-1 yr.

Education: HS

Responsibilities: Responsible for imaging tools for use in the creation of electronic files or archives. Responsible for preparing, scanning, and quality checking of documents/images being converted to electronic/digital format. Ensure proper transferal and indexing of images. Troubleshoots and makes adjustments to equipment when necessary. Responsibilities also include maintenance, set-up or repair of equipment. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Position: Shipping & Receiving Clerk

Years' Experience: 0-2 yrs.

Education: HS

Responsibilities:

Assembles records orders and prepares files and records for shipment, storage, or destruction. Receives and unpacks file records and alternate media and supplies. Completes records reports. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under supervision, reports to a clerk supervisor or project manager.